



“... providing a learning environment
that allows you to discover, refine and
polish your unique, authentic speaking style.”

Chairing Meetings

Meetings are a vital part of today's business environment.

Successful meetings provide an essential forum for planning, debate, sharing information and decision-making. A carefully prepared and well managed meeting can save valuable time and enable a business to meet its objectives.

Our training course is designed to give participants guidelines on how to prepare for and structure meetings to ensure successful outcomes. It is also designed to enable participants to learn and practice the effective skills of chairing and participating in shorter and more productive meetings.

New Zealand businesses spend millions per year on staff meetings, so it's important to not only get the most out of the time spent meeting with colleagues, but to assure the company also benefits from any relevant decisions or outcomes.

Our Training

The following training is divided into three sessions. Setting the parameters for an effective meeting and covering the fundamentals will be dealt with in Session 1 and provides a solid foundation for anybody who partakes in meetings.

This will be followed by two more sessions focusing on chairing meetings successfully, incorporating various role-plays which will be especially useful for those who want to ensure full participation and commitment from everyone present whilst reducing the length of the meeting.

Content: Different roles and expectations within meetings, including the chairperson, minute taker and attendees.

Preparing Meetings

Creating clear & concise meeting agendas

Managing Meetings - adhering to an agenda

Chairing Meetings effectively - dealing with disruptions

Professionally handling personality conflicts

Taking Meeting Minutes

Evaluating Meeting's Effectiveness

Benefits: Creating a successful meeting culture.

Acquiring a common understanding of the roles and expectations within meetings.

Keeping meetings on target by sticking to a pre-prepared agenda.

Developing skills and techniques to manage different behaviours.

Encouraging appropriate participation and eliminating time wasting.

Ongoing improvement by evaluating meetings.

Real life, face-to-face group meetings

Weekly meetings with time in between to integrate new learning and skills

Email and phone support throughout

Course Overview

Session 1 – Fundamentals

Planning Meetings

Creating an effective objective

Creating a concise agenda

Role and responsibilities of Chairperson, Minute Taker, Participants

Session 2 – Chairing Meetings

Communicating clearly and assertively

Non verbal communication – embodying the role of Chairperson

Improving listening skills

Establishing and enhancing professional relationships

Dealing with challenging participants' behaviours

Role-plays

Session 3 – Chairing Meetings

Role-plays

Evaluating a meeting's effectiveness

Taking agreed-upon action